



CITY OF HOUSTON

Job Posting

	AP						
1	Applications accepted from:						
2	ALL PERSON INTERESTED						
3	Job Classification						
4	PROJECT TECHNICIAN IV						
5	Posting Number						
6	PN# 109336						
7	Department						
8	Department of Public Works & Engineering						
	Division						
	Public Utilities Division						
	Section						
	Utilities Maintenance						
	Reporting Location						
	611 Walker*						
	Workdays & Hours						
	M - F, 8 a.m. - 5 p.m.*						
	*Subject to change						
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>						
	Supervises section; schedules and reviews work, trains and evaluates employees. Prepares design concepts, graphic illustrations, exhibits and construction drawings according to specifications. Coordinates procurement of materials and services. Prepares reviews and monitors operating budgets and expenditures. Provides reproduction service for blueprints, engineering copies, etc. Maintain recorders and reports. Reviews and evaluates changes to improve designs. Coordinates projects with various departments and agencies. Responds to inquiries from the general public. Trains and develops technical personnel on techniques, use of equipment and project specifications. May perform field checks.						
10	<u>WORKING CONDITIONS</u>						
	This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.						
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u>						
	Requires an Associate's degree in Engineering, Drafting, Designing or closely related field.						
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u>						
	Five years of related experience, such as engineering, drafting and/or designing, are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.						
13	<u>MINIMUM LICENSE REQUIREMENTS</u>						
	A valid Texas Driver's License and complies with the City of Houston policy on driving (AP 2-2).						
14	<u>PREFERENCES</u>						
	Preference will be given to applicants with knowledge and experience in sewer rehabilitation projects; Infrastructure Management System (IMS) or a work order tracking system; Microsoft Office Applications (Word, Access, PowerPoint, Excel and Outlook; GIMS and contracts.						
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None						
	However, the Department may administer a skill assessment evaluation.						
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.						
17	<u>SALARY INFORMATION</u>						
	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:						
	<table><tr><td></td><td><u>Salary Range - Pay Grade 20</u></td></tr><tr><td>\$1,151 - \$1,643</td><td>Biweekly</td><td>\$29,926 - \$42,718</td><td>Annually</td></tr></table>		<u>Salary Range - Pay Grade 20</u>	\$1,151 - \$1,643	Biweekly	\$29,926 - \$42,718	Annually
	<u>Salary Range - Pay Grade 20</u>						
\$1,151 - \$1,643	Biweekly	\$29,926 - \$42,718	Annually				
18	<u>OPENING DATE</u>						
	March 08, 2006						
19	<u>CLOSING DATE</u>						
	March 21, 2006						
20	<u>APPLICATION PROCEDURES</u>						
	Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.						
	An equal opportunity employer						